R-0-6319
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[redacted]

16 September 1949

MEMORANDUM FOR: Assistant Director, Office of Special Operations
Assistant Director, Office of Operations
Assistant Director, Office of Collection & Dissemination
Assistant Director, Office of Reports & Estimates
Assistant Director, Office of Scientific Intelligence
Assistant Director, Office of Policy Coordination
Chief, Advisory Council
Chief, Inspection & Security
Chief, IGAPS ✓
General Counsel
Budget Officer
Personnel Officer
Management Officer
Services Officer

FROM: Executive

SUBJECT: Organizational Changes

1. In those cases where the Assistant Director or Staff Chief concerned and the Management Officer each concur in writing, authority is hereby delegated to the Management Officer to take final action and sign such action for the Executive to effect organizational changes listed below:

a. Changes in grades within currently approved T/O's when recommended by the Personnel Officer as the result of classification audit and concurred in by the Budget Officer, provided that no grade shall thereby be established above P-5 or GAF-12.

b. Transfer of currently authorized positions below P-7 or GAF-11 between organizational sub-units of Offices or CIA Staff Units, provided that no change in grades or overall number of positions established for the Office or Staff Unit concerned shall thereby be effected.

c. Appropriate title changes in organizational sub-units of Offices or CIA Staff Units.

d. Changes in designation of position titles.

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c. Elimination of any established position without corresponding increase elsewhere.

2. This authority will be exercised only when there is full and complete agreement as indicated in para. 1 above. Cases involving any degree of disagreement will be referred to the Executive for resolution.

3. A summary of changes effected under authority granted above will be included in the monthly report of Management Office activities.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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TRANSMITTAL SLIP

DATE

TO: Chief, SCAPS

BUILDING	ROOM NO.

REMARKS:

Circulate in Scaps pr

(C)
P
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FROM:

BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

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